

**Carl D. Perkins Career and Technical Education Act of 2006
(PL 109-270)**

**FY 2009 Local Application
Approval Checklist**

Part I: List of Career and Technical Education Programs

A list of career and technical education programs offered by each community college/district during the previous academic year was forwarded to each community college president/local school administrator with the announcement of the FY 09-13 Perkins application process. Review, revise as necessary, and attach this list to the application.

Requirements	Meets	Does Not Meet	Comments
1) Secondary Schools--The list is attached and certified by the local school administrator(s), the grant's contact person, and the regional tech prep coordinator that the district will be offering the programs on the list during the 08-09 academic year and that the programs include the required program elements listed on the grant application form. 2) Secondary Schools—The list of programs includes Tech Prep programs and identifies linkages to Community College programs 3) Post-secondary--Grant recipients must include a list of post-secondary programs that been certified by the President of the community college to include the required program requirements listed on the grant application form.			

Part II: Proposed Perkins Performance Level Targets

All recipients are required to accept the State Negotiated Performance Level or negotiate with the State to reach agreement on the adjusted levels of performance for each of the core indicators described below. If a recipient elects to negotiate with the state, the recipient must propose a performance target that demonstrates that the recipient will make progress toward meeting the State Negotiated Performance Level. The proposed target must be expressed in a percentage form so as to be objective, quantifiable, measurable, and provide supportive rationale.

<u>Requirements</u>	Meets	Does Not Meet	Comments
1) The recipient has attached the Performance Level Form and has had it signed/certified by the local school administrator(s) and the grant's contact person. 2) The recipient has entered in their Performance Levels for the current fiscal year. 3) If the performance levels are different than the State Negotiated Performance Levels, then rationale has been provided.			

Part III: Description of Processes and Services

1. Describe the process that will be used to evaluate and continuously improve the performance of the eligible recipient.

PL 109-270, Title I, Part C, Section 134(b)(7). (Perkins Act)

<u>Requirements</u>	Meets	Does Not Meet	Comments
1) Description includes the process used to evaluate the performance of career and technical programs offered by the district(s)/college. 2) Description includes the process to continuously improve performance of the programs offered by the district(s)/college.			

2. Describe how the eligible recipient will-
- (A) review career and technical education programs, and identify and adopt strategies to overcome barriers that result in lowering rates of access to or lowering success in the programs, for special populations; (Note: Special populations include single parents and displaced homemakers who are enrolled in CTE programs, among others.)
 - (B) provide programs that are designed to enable special populations to meet the local adjusted levels of performance; and
 - (C) provide activities to prepare special populations, including single parents and displaced homemakers, for high skill, high wage, or high demand occupations that lead to self-sufficiency.

PL 109-270, Title I, Part C, Section 134(b)(8). (Perkins Act)

Requirements	Meets	Does Not Meet	Comments
1) Description explains how career and technical programs are reviewed. 2) Description explains how strategies are identified and adopted to overcome barriers that result in lowering rates of access to or lowering success in the programs for special populations. 3) Description explains how activities are provided to prepare special populations, including single parents and displaced homemakers, for high skill, high wage, or high demand occupations that lead to self-sufficiency.			

3. Describe how parents, students, academic and career and technical education teachers, faculty, administrators, career guidance and academic counselors, representatives of tech prep consortia, representatives of the entities participating in activities described in section 117 of Public Law 105-220, representatives of business (including small business) and industry, labor organizations, representative of special populations and other interested individuals are involved in development, implementation, and evaluation of career and technical education programs assisted under this title, (in the description address: consortium or individual operational procedures, review and the analysis of program performance data, how program evaluation findings are incorporated into the plan, barriers affecting special populations, school improvement or accreditation findings, and other items used to make decisions on proposed activities) and how such individuals and entities are effectively informed about, and assisted in understanding, the requirements of this title, including career and technical programs of study PL 109-270, Title I, Part C, Section 134(b)(5). (Carl D. Perkins Career and Technical Education Act of 2006)

Requirements	Meets	Does Not Meet	Comments
1) Description explains how all stakeholders (see above) are involved in A) Development; B) Implementation; C) Evaluation. 2) Description explains how all stakeholders are informed about and assisted in understanding of the Perkins IV requirements (including career and technical programs of study).			

4. Describe how individuals who are members of special populations will not be discriminated against on the basis of their status as members of the special populations.

PL 109-270, Title I, Part C, Section 134(b)(9). (Perkins Act)

Requirements	Meets	Does Not Meet	Comments
Description explains how individuals who are members of special populations will not be discriminated against on the basis of their status as members of the special populations.			

5. Describe how funds will be used to promote preparation for non-traditional fields.

PL 109-270, Title I, Part C, Section 134(b)(10). (Perkins Act)

Requirements	Meets	Does Not Meet	Comments
Description explains how funds will be used to promote preparation for non-traditional fields.			

6. Describe how career guidance and academic counseling will be provided to career and technical education students, including linkages to future education and training opportunities.

PL 109-270, Title I, Part C, Section 134(b)(11). (Perkins Act)

Requirements	Meets	Does Not Meet	Comments
Description explains how career guidance and academic counseling will be provided to career and technical education students, including linkages to future education and training opportunities.			

7. Describe efforts to improve-

- (A) The recruitment and retention of career and technical education teachers, faculty, and career guidance and academic counselors, including individuals in groups underrepresented in the teaching profession; and
- (B) The transition to teaching from business and industry.

PL 109-270, Title I, Part C, Section 134(b)(12). (Perkins Act)

Requirements	Meets	Does Not Meet	Comments
1) Description identifies strategies to improve the recruitment and retention of career and technical education teachers, faculty, and career guidance and academic counselors, including individuals in groups underrepresented in the teaching profession. 2) Description explains how efforts will be made to improve the transition to teaching from business and industry.			

8. If your district has an alternative education school/program, please describe how you will provide CTE programs, guidance and counseling, and support services to those students.

Requirements	Meets	Does Not Meet	Comments
The recipients include a description of how students in alternative education schools/programs are provided with CTE programs, guidance and counseling and support services.			

9. Consortium Members Only: Describe the operational procedures that were utilized to determine the priorities of the consortium and the development of the application and provide oversight of the activities funded by this grant. (Attach a copy of the consortium 28E agreement)

Requirements	Meets	Does Not Meet	Comments
If applicable, the recipients include a description of the process used to determine priorities of the consortium, the development of the application, and a way to communicate and review activities.			

Part IV: Budget Summary

Requirements	Meets	Does Not Meet	Comments
1) Budget Summary is present.			
2) Sum of Budget equals all of the parts.			

Part V: Action Plan for Required Activities

Required Activity #1 – Strengthen the academic and career and technical skills of students participating in career and technical education programs, by strengthening the academic and career and technical education components of such programs through the integration of academics with career and technical programs through a coherent sequence of courses, such as career and technical education programs of study described in section 122(c)(1)(A), to ensure learning in

(A) the core academic subject (as defined in section 9101 of the Elementary and Secondary Education Act of 1965); and

(B) career and technical education subject.

(Section 135 (b)(1) of the Perkins Act of 2006) and/or (Section 134(b)(3)(B))

Requirements	Meets	Does Not Meet	Comments
1) Action plan describes the recipient's initiatives to <u>strengthen the academic and career and technical skills of students participating in CTE programs, including strengthening the core academic subjects and CTE subjects</u> through a coherent sequence of courses. (B.1 and B.2)			
2) The years for the initiative are indicated (if one-year plan, only current year needs to be marked)			
3) Measurable outcomes are described, including the date(s) of anticipated completion. (B.3)			
4) Recipient has identified staff assigned and identified the CTE programs involved to accomplish this initiative. (B.4)			
5) The application identifies the FY09 Perkins funding amount budgeted for each project/initiative. (B.5)			
6) If the applicant is completing a 5-year application, the other year's funding is estimated.			
7) If applicable, other funding sources are indicated with an (X)			
8) <u>Consortia only:</u> The application describes how these activities will be utilized for purposes and programs that are mutually beneficial for all members of the consortium. (C)			

Required Activity #2 – Link career and technical education at the secondary level and career and technical education at the postsecondary level, including offering the relevant elements of **not less than 1 career and technical program of study** described in section 122(c)(1)(A). (State Perkins Plan)

(Action plan must include at least one initiative- that is dedicated to the development or implementation of at least one program of study--See Definitions). The state goal is to develop and implement a minimum of 75% of CTE programs as Programs of Study within the 5-year timeframe of the Carl Perkins Act of 2006. Eligible recipients will describe their timeline and annual activities/steps to show incremental progress toward meeting this goal. Community Colleges must indicate what activities they are engaged in to utilize the 5.4% of their allocation required by the Perkins Plan for linkages with Secondary Schools. *(Section 135(b)(2) of the Perkins Act of 2006) and/or (Section 134(b)(3)(A))*

Requirements	Meets	Does Not Meet	Comments
1) Action plan describes the recipient's initiatives to link CTE at the secondary level and CTE at the postsecondary level. (B.1 and B.2) 2) Action plan includes a time line and annual activities/ steps to show incremental progress toward meeting the requirement of 75% of CTE programs shall be Programs of Study within 5 years. <u>Note:</u> See definitions for a definition of program of study. 3) The years for the initiative are indicated (if one-year plan, only current year needs to be marked) 4) Measurable outcomes are described, including the date(s) of anticipated completion. (B.3) 5) Recipient has identified staff assigned and identified the CTE programs involved to accomplish this initiative. (B.4) 6) The application identifies the FY09 Perkins funding amount budgeted for each project/initiative. (B.5) 7) If the applicant is completing a 5-year application, the other year's funding is estimated. 8) Where applicable, other funding sources are indicated with an (X). (B.6) 9) <u>Consortia only:</u> The application describes how these activities will be utilized for purposes and programs that are mutually beneficial for all members of the consortium. (C)			

Required Activity #3 – Provide students with strong experience in and understanding of all Aspects of an Industry which may include work-based learning experiences. (Section 135(b)(3) of the Perkins Act of 2006) and/or (Section 134(b)(3)(C))

Requirements	Meets	Does Not Meet	Comments
<ol style="list-style-type: none"> 1) Action plan describes the recipient's initiatives to <u>provide students with strong experience in and understanding of all Aspects of an Industry.</u> 2) The years for the initiative are indicated (if one-year plan, only current year needs to be marked) 3) Measurable outcomes are described, including the date(s) of anticipated completion. (B.3) 4) Recipient has identified staff assigned and identified the CTE programs involved to accomplish this initiative. (B.4) 5) The application identifies the FY09 Perkins funding amount budgeted for each project/initiative. (B.5) 6) If the applicant is completing a 5-year application, the other year's funding is estimated. 7) If applicable, other funding sources are indicated with an (X) 8) <u>Consortia only:</u> The application describes how these activities will be utilized for purposes and programs that are mutually beneficial for all members of the consortium. (C) 			

Required Activity #4 – Develop, improve, or expand the use of technology in career and technical education, which may include-

- (A) training of career and technical education teachers, faculty, and administrators to use technology, which may include distance learning;
- (B) providing career and technical education students with the academic and career and technical skills (including mathematics and science knowledge that provides a strong basis for such skills) that lead to entry into the technology fields; or
- (C) encouraging schools to collaborate with technology industries to offer voluntary internships and mentoring programs, including programs that improve the mathematics and science knowledge of students. *(Section 135(b)(4) of the Perkins Act of 2006)*

Requirements	Meets	Does Not Meet	Comments
<p>1) Action plan describes the recipient's initiatives to develop, improve, or expand the use of technology in CTE. Among others, initiatives may include: (1) training of CTE teachers, faculty and administrators to use technology, which may include distance learning; (2) providing CTE students with the academic and career and technical skills (including mathematics and science knowledge that provides a strong basis for such skills) that lead to entry into the technology fields; or (3) encouraging schools to collaborate with technology industries to offer voluntary internships and mentoring programs, including programs that improve the mathematics and science knowledge of students. (B.1 and B.2)</p> <p>2) The years for the initiative are indicated (if one-year plan, only current year needs to be marked)</p> <p>3) Measurable outcomes are described, including the date(s) of anticipated completion. (B.3)</p> <p>4) Recipient has identified staff assigned and identified the CTE programs involved to accomplish this initiative. (B.4)</p> <p>5) The application identifies the FY09 Perkins funding amount budgeted for each project/initiative. (B.5)</p> <p>6) If the applicant is completing a 5-year application, the other year's funding is estimated.</p> <p>7) If applicable, other funding sources are indicated with an (X)</p> <p>8) <u>Consortia only</u>: The application describes how these activities will be utilized for purposes and programs that are mutually beneficial for all members of the consortium. (C)</p>			

Required Activity #5 – Provide professional development programs that are consistent with section 122 (Iowa Perkins Plan) to secondary and/or postsecondary teachers, faculty, administrators, and career guidance and academic counselors who are involved in integrated career and technical education programs, in one or more of the following -

(A) in-service and pre-service training on-

(i) effective integration and use of challenging academic and career and technical education provided jointly with academic teachers to the extent practicable; (ii) effective teaching skills based on research that includes promising practices; (iii) effective practices to improve parental and community involvement; and (iv) effective use of scientifically based research and data to improve instruction;

(B) support of education programs for teachers of career and technical education in public schools and other public school personnel who are involved in the direct delivery of educational services to career and technical education students, to ensure that such teachers and personnel stay current with all aspects of an industry;

(C) internship programs that provide relevant business experience; and

(D) programs designed to train teachers specifically in the effective use and application of technology to improve instruction.

The professional development will be high quality, sustained, research-based, intensive, and classroom focused in order to have a positive and lasting impact on classroom instruction and the teacher's performance in the classroom. *(Section 135(b)(5) of the Perkins Act of 2006) and/or Section 134(b)(4).*

Requirements	Meets	Does Not Meet	Comments
<p>1) Action plan describes the recipient's initiatives to provide professional development programs (consistent with Iowa's Perkins plan) to secondary <u>and/or</u> postsecondary teachers, faculty, administrators, and career guidance and academic counselors who are involved in integrated CTE programs. Programs to provide professional development in <u>one or more</u> of the following <u>during the current year</u>:</p> <p>a) In-service and pre-service training;</p> <p>b) Support of education programs for teachers of CTE in public schools and other public school personnel who are involved in the direct delivery of education services to CTE students, to ensure that such teachers and personnel stay current with all aspects of an industry;</p> <p>c) Internship programs that provide relevant business experience; and</p> <p>d) Programs designed to train teachers specifically in the effective use and application of technology to improve instruction. (B.1 and B.2)</p> <p>2) The years for the initiative are indicated (if one-year plan, only current year needs to be marked)</p> <p>3) Measurable outcomes are described, including the date(s) of anticipated completion. (B.3)</p> <p>4) Recipient has identified staff assigned and identified the CTE programs involved to accomplish this initiative. (B.4)</p> <p>5) The application identifies the FY09 Perkins funding amount budgeted for each project/initiative. (B.5)</p> <p>6) If the applicant is completing a 5-year application, the other year's funding is estimated.</p> <p>7) If applicable, other funding sources are indicated with an (X)</p>			

8) <u>Consortia only</u> : The application describes how these activities will be utilized for purposes and programs that are mutually beneficial for all members of the consortium. (C)			
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Required Activity #6 – Develop and implement evaluations of the career and technical education programs carried out with funds under this title, including an assessment of how the needs of special populations are being met. *(Section 135(b)(6) of the Perkins Act of 2006)*

Requirements	Meets	Does Not Meet	Comments
1) Action plan describes the recipient's initiatives to develop and implement <u>evaluations</u> of the CTE programs carried out with funds under this title. 2) Action plan <u>must</u> describe an assessment of how the needs of special populations are being met. (B.1 and B.2) 3) The years for the initiative are indicated (if one-year plan, only current year needs to be marked) 4) Measurable outcomes are described, including the date(s) of anticipated completion. (B.3) 5) Recipient has identified staff assigned and identified the CTE programs involved to accomplish this initiative. (B.4) 6) The application identifies the FY09 Perkins funding amount budgeted for each project/initiative. (B.5) 7) If the applicant is completing a 5-year application, the other year's funding is estimated. 8) If applicable, other funding sources are indicated with an (X) 9) <u>Consortia only</u> : The application describes how these activities will be utilized for purposes and programs that are mutually beneficial for all members of the consortium. (C)			

Required Activity #7 – Initiate, improve, expand, and modernize quality career and technical education programs, including relevant technology. (*Section 135(b)(7) of the Perkins Act of 2006*)

Requirements	Meets	Does Not Meet	Comments
1) Action plan describes the recipient's <u>current year</u> initiatives to address <u>one or more</u> of the following: a) initiate, b) improve, c) expand, and d) modernize quality CTE programs, including relevant technology. (B.1 and B.2) 2) The years for the initiative are indicated (if one-year plan, only current year needs to be marked) 3) Measurable outcomes are described, including the date(s) of anticipated completion. (B.3) 4) Recipient has identified staff assigned and identified the CTE programs involved to accomplish this initiative. (B.4) 5) The application identifies the FY09 Perkins funding amount budgeted for each project/initiative. (B.5) 6) If the applicant is completing a 5-year application, the other year's funding is estimated. 7) If applicable, other funding sources are indicated with an (X) 8) <u>Consortia only</u> : The application describes how these activities will be utilized for purposes and programs that are mutually beneficial for all members of the consortium. (C)			

Required Activity #8 – Provide services and activities that are of sufficient size, scope, and quality to be effective. (*See part I, page 3, of application for program requirements.*) (*Applicant may indicate that all of the career and technical education programs offered, taught, and listed in part I meet these requirements and/or describe an activity to improve one or more of the elements.*) (*Section 135(b)(8) of the Perkins Act of 2006*)

Requirements	Meets	Does Not Meet	Comments
1) Action plan describes the recipient's initiatives to provide services and activities that are of sufficient size, scope, and quality to be effective. (B.1 and B.2) 2) The years for the initiative are indicated (if one-year plan, only current year needs to be marked) 3) Measurable outcomes are described, including the date(s) of anticipated completion. (B.3) 4) Recipient has identified staff assigned and identified the CTE programs involved to accomplish this initiative. (B.4) 5) The application identifies the FY09 Perkins funding amount budgeted for each project/initiative. (B.5) 6) If the applicant is completing a 5-year application, the other year's funding is estimated. 7) If applicable, other funding sources are indicated with an (X) 8) <u>Consortia only</u> : The application describes how these activities will be utilized for purposes and programs that are mutually beneficial for all members of the consortium. (C)			

Required Activity #9 – Provide activities to prepare special populations, including single parents and displaced homemakers who are enrolled in career and technical education programs, for high-skill, high-wage, or high-demand occupations that will lead to self-sufficiency. (*Section 135(b)(9) of the Perkins Act of 2006*)

Note #1: In addressing high-wage, high-skill or high-demand, multiple factors will be considered as eligible recipients develop programs that lead to high-wage, high-skill or high-demand occupations. The state will work with Iowa Workforce Development (Department of Labor) to provide assistance to the eligible recipients regarding regional determination of high-wage, high-skill or high-demand. Iowa Workforce Development determines high-demand on a statewide level as an industry with an annual growth rate of 1.2 percent (1.2%). On a statewide level, high-wage is determined as being above the mean annual wage for employment. Iowa Workforce Development will provide high-skill information on a regional level.

Note #2: Special populations include single parents and displaced homemakers who are enrolled in CTE programs, among others.

Requirements	Meets	Does Not Meet	Comments
1) Action plan describes the recipient's initiatives to provide activities to prepare <u>special populations for high-skill, high-wage, or high-demand occupations that will lead to self-sufficiency.</u> (B.1 and B.2) 2) The years for the initiative are indicated (if one-year plan, only current year needs to be marked) 3) Measurable outcomes are described, including the date(s) of anticipated completion. (B.3) 4) Recipient has identified staff assigned and identified the CTE programs involved to accomplish this initiative. (B.4) 5) The application identifies the FY09 Perkins funding amount budgeted for each project/initiative. (B.5) 6) If the applicant is completing a 5-year application, the other year's funding is estimated. 7) If applicable, other funding sources are indicated with an (X) 8) <u>Consortia only:</u> The application describes how these activities will be utilized for purposes and programs that are mutually beneficial for all members of the consortium. (C)			

Part VI: Action Plan for Permissive Activities

(Complete for each permissive activity identified by the recipient)

Permissive Activity # Insert Number ()

Requirements	Meets	Does Not Meet	Comments
<p>1) Action plan describes the recipient's initiatives to accomplish the permissive activity above. (B.1 and B.2)</p> <p>2) The years for the initiative are indicated (if one-year plan, only current year needs to be marked)</p> <p>3) Measurable outcomes are described, including the date(s) of anticipated completion. (B.3)</p> <p>4) Recipient has identified staff assigned and identified the CTE programs involved to accomplish this initiative. (B.4)</p> <p>5) The application identifies the FY09 Perkins funding amount budgeted for each project/initiative. (B.5)</p> <p>6) If the applicant is completing a 5-year application, the other year's funding is estimated.</p> <p>7) If applicable, other funding sources are indicated with an (X)</p> <p>8) <u>Consortia only</u>: The application describes how these activities will be utilized for purposes and programs that are mutually beneficial for all members of the consortium. (C)</p>			

Part VII: Action Plan for Administrative Costs

Administrative Costs: *(Permissive)* Each eligible recipient receiving funds under this grant award shall not use more than 5 percent of the funds for administrative costs associated with the administration of the activities conducted through the award.

Requirements	Meets	Does Not Meet	Comments
The recipient is budgeting not more than 5 percent of the funds for administrative costs associated with the administration of the activities conducted through the award.			

PART VIII: Assurances/Agreements - Fiscal Year 2009

A. **INDIVIDUAL APPLICANT:** *To receive funds through the Carl D. Perkins Act, the chief executive officer is to sign this assurance statement on behalf of the eligible recipient to certify commitment to abide by these requirements through the period of this grant award*

Requirements	Meets	Does Not Meet	Comments
The chief executive officer has signed the assurance statement.			

OR

B. **CONSORTIUM APPLICANT:** *To receive funds through the Carl D. Perkins Act, the chief executive officer of the fiscal agent and of the consortium member institutions is to sign this assurance statement on behalf of the eligible recipients to certify their commitment to abide by these requirements through the period of this grant award.*

Requirements	Meets	Does Not Meet	Comments
The chief executive officer of the fiscal agent and each consortium member has signed the assurance statement.			